

Site visit CHECKLISTS

Target Audience

Target networks	Age range	CIBSE member grades	Timings
<input type="checkbox"/> Special Interest Group <input type="checkbox"/> Region <input type="checkbox"/> Society <input type="checkbox"/> Young Engineers Network <input type="checkbox"/> Fellows Network	<input type="checkbox"/> Children (under 18) <input type="checkbox"/> Young Engineers (18 – 35) <input type="checkbox"/> Experienced Engineers (35 - 65) <input type="checkbox"/> Retired Engineers (65+)	<input type="checkbox"/> Student <input type="checkbox"/> Graduate <input type="checkbox"/> Member <input type="checkbox"/> Affiliate <input type="checkbox"/> Fellows <input type="checkbox"/> Licentiate <input type="checkbox"/> Non-members <input type="checkbox"/> Associate	<input type="checkbox"/> Morning <input type="checkbox"/> Lunchtime <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

Health and Safety

Planning

- ☐ Maximum number confirmed
- ☐ Fire procedures confirmed
- ☐ PPE requirements confirmed

Are the following required of the attendees?

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Hard hat | <input type="checkbox"/> Competency card |
| <input type="checkbox"/> Hi-vis vest | <input type="checkbox"/> Identification card |
| <input type="checkbox"/> Site boots | <input type="checkbox"/> Non-disclosure agreements |

Remember to add the requirements to the Eventbrite listing!

Accessibility

- ☐ Are there any uneven surfaces?
- ☐ Are there any heights?
- ☐ Is the site accessible by public transport?

Site Location

Considerations

- Are attendees expected to have prior knowledge of this topic?
- Does the topic offer a unique perspective or new information?
- Can the audience apply the information or skills learned from the topic in their personal or professional lives?
- Is the topic feasible to cover within the time and resource constraints of the seminar?

Yes No

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Is it within walking distance of public transport?

Does the site offer a unique perspective or new information?

Can the audience apply the information or skills learned from the topic in their work?

Yes No

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Promotion

Eventbrite

- ☐ Eventbrite set up
- ☐ Tickets
- ☐ Eventbrite has all the details

Speakers (if applicable)

- ☐ Speaker confirmed
- ☐ Name & Bio added to Eventbrite
- ☐ Photograph added

Additional

- ☐ Network's LinkedIn pages
- ☐ CIBSE Journal requested
- ☐ External promotion (sponsor/ collaborator's channels)

Potential Collaboration

Would this event be of interest to other CIBSE networks?

- ☐ Yes
- ☐ No

Would this event be of interest to other institutions?

- ☐ Yes
- ☐ No

Would this event be of interest to other industries?

- ☐ Yes
- ☐ No